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APR 12 1955

TO: Deputy Director (Support)

SUBJECT: Management Study of the Organization and Staffing [REDACTED]

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## 1. PROBLEM:

To examine the organizational structure and staffing pattern of the [REDACTED] in order to determine the proper organization and staffing pattern necessary to meet current commitments and to serve as a nucleus for the conduct of the Center's primary mission.

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## 2. FACTS BEARING ON THE PROBLEM:

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a. The present organizational structure and staffing pattern of the [REDACTED] was established upon activation of the installation in 1950. Since that date there has been the addition of a relatively few individual positions and the addition of the Vital Materials Program soon after activation. There has been no major change in organizational structure.

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b. The present Table of Organization, including the 12 positions in the Records Center provides for [REDACTED] positions with a personnel ceiling strength of [REDACTED]. Tab C requests an addition of 5 Table of Organization positions and a like increase in personnel ceiling to accompany the increase. Reference (b) authorizes 2 additional positions at such time as the Center is able to take over the courier run made necessary by the relocation of the Records Center.

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## 3. DISCUSSION:

a. The proposed organizational structure as shown in Tabs B and F reflects the following changes in organizational elements and transfer of functions.

(1) The organization shown on Tab A as the Communications Division currently containing only 2 positions, Clerk Stenographer GS-5, and Clerk-Typist GS-4, is eliminated. Both of these positions are vacant and no ceiling is provided for them at present.

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(2) The Records Center is shown as a division reporting to [REDACTED]

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- (3) The Administrative Division is shown to reflect 3 branches to include a Supply Branch; the supply function being transferred from the Engineering Division.
- (4) The Engineering Division is shown to reflect 3 branches to include a Fire Protection Branch; the fire fighting function being transferred from the Security Division.

Under the proposed structure shown in Tab B no change is reflected in the Mess and Billeting Division nor in the Services Division.

- b. The present structure of the Administrative Division contains a Budget and Finance Branch, Personnel Branch and a General Administration Branch. As only one position is concerned with the personnel activity, the branch designation is eliminated and the personnel officer carried in the Office of the Chief. The General Administration Branch provides stenographic support and one courier as well as the telephone operators. As the telephone activity is a specialized and readily identifiable activity, it is shown on the proposed chart in Tab F as a separate branch. The present courier as well as the two authorized for the Records Center in accordance with Tab D and overall stenographic support for the Division are shown in the Office of the Chief.

There also existed a position of Administrative Assistant, GS-9, on the Administration Division T/O which was carried as a vacancy and for which there was no ceiling. This position has been eliminated but there is a need for a Clerk Typist in the immediate office of the Chief of the Administration Division since the full time of the present two Clerk Typists are required for budget and supply typing and clerical work. This will result in a need for a ceiling increase of one.

- c. The activity of supply has operated under the direction of the Chief, Engineering Division since the Center's activation. The functions include procurement, storage and issue of normal administrative, engineering, maintenance, mess and general supplies as well as the procurement of fresh produce and stock items of a wide variety stocked in accordance with the primary mission of the Center. The supervision of procurement, storage, stock control, and issue of such a wide variety of stock items requires the attention of the Chief, Engineering Division to the extent that it detracts from his duties as Post Engineer. The present organization provides for a Supply Assistant GS-7 responsible for procurement and stock control functions and a Storekeeper GS-7 in charge of the warehouse. It is felt that the supply function is of sufficient importance to be accorded branch status and organizationally located where it can best function in accordance with procedures set forth in [REDACTED]

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- d. The fire protection activity is now located in the Security Division. It is felt that the functions attendant to fire protection can best be directed and performed by the Engineering Division in accordance with the generally accepted practice followed in comparable detached posts.
- e. It is believed that there is not sufficient justification at this time for the addition of an Air Conditioning Mechanic WB-17. The air conditioning equipment located in the Records Building at [ ] is now under a service contract and there is not sufficient work at other locations to justify the employment of one individual for this specialized duty.
- f. The 2 Laborers WB-3 requested by reference C are considered justified. At this time there are insufficient personnel to properly maintain approximately 36 vehicles assigned to the Center. One of the laborers requested is shown as assigned to the Transportation Branch of the Engineering Division for first and second echelon maintenance work which is not now being conducted on a scheduled basis due to lack of personnel. There is ample work in the maintenance and repair to buildings and grounds to justify the addition of the second laborer requested who is shown in the maintenance and Engineering Branch of the Engineering Division. Due to the Center's ability to utilize maintenance personnel in several fields a high degree of personnel utilization is possible.
- g. The additional Building Laborer WB-2 for the Records Center Building is considered justified. General Services Administration uses a tentative standard of 25,000 square feet per man in their Records Center operations, exclusive of janitorial service for rest rooms and office space. The Center's Records Building contains approximately 22,000 square feet. Based upon the above comparison plus the assignment of rest rooms and office space to the requested position, the addition is considered fully justified.

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#### 4. CONCLUSIONS:

It is concluded that:

- a. The organizational changes discussed above and shown graphically in Tabs B and F will result in a more effective organizational structure.
- b. The increase of 4 of the 5 positions requested by reference C are justified for the reasons advanced and discussed in detail in paragraph 3 above.
- c. The position of Supply Assistant GS-7 in Tab C should be established as Supply Officer GS-9, to be in complete charge of procurement, stock control, storage, and issue.

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## 5. RECOMMENDATIONS:

It is recommended that:

- 25X9 a. The overall organizational structure shown in Tab B, and in detail in Tab F, be approved.
- b. The proposed distribution of ☐ T/O positions listed in Tab G be approved subject to classification action, where applicable, by the Director of Personnel.
- 25X9 c. The present personnel ceiling of ☐ be raised by five above the two authorized by Tab D in order to allow for full utilization of the proposed work burden T/O. (See Tab G for ceiling reconciliation.)
- d. Within a reasonable period of time after the Records Center becomes fully operative, a management review be conducted to consider the desirability of consolidating its operation with the Vital Materials Program conducted by the present Services Division.
- e. If the reproduction facility now located in the Services Division is expanded to assume additional functions and workload, a management review be conducted to determine its proper placement within the organizational structure.
- f. At such time as definite plans have been formulated for the air conditioning of Building 9, and prior to the expiration of the service contract on the Records Center Building, a management review be conducted to determine the necessity of the Air Conditioning Mechanic requested in Tab C.

  
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 Chief, Management Staff

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## ANNEXES:

Tabs A through I

## CONCURRENCE:

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14 April 1975  
 Date

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SUBJECT: Management Study of the Organization and Staffing of [REDACTED]

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See Attached Memo dated 20 April 1955  
Director of Personnel Date

See Attached Memo dated 20 April 1955  
Chief, Budget Division Date

ACTION BY APPROVING AUTHORITY:

APPROVED:

*24 May 55*

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Deputy Director (Support)

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